

USER GUIDE FOR MOSAIQ USERS

Email: support@xecan.com

XECAN User Guide phone: (866) 469-3226 option tech support

Section 1: The Portal

Logging in:

In order to login to the portal you should run Internet Explorer, and enter the following into the address box. "http://<gateway station address>/xecan/login/show.do"

🖉 XECAN - Or	ncology Portal - Win	dows Internet Explorer		
€•	🕻 http://	/login/show.do	•	🗟 😽 🗙

The first thing you see when you go to the portal site in your browser is the portal login screen.

 Please login to access t 	e system	
User Sign-In		
Message		
Please enter your login informa	ion below.	
Email Address * 2		
Password* 2		
		Logir

After you log in, you will be sent to the Patient Flow page (If you are using an *administrative account* for multisite clinics you will be brought to the "Manage Clinics & Locations" page instead, please refer to that chapter). You will see a sidebar on the left with a list of commands and a "Patient Flow – Report" on the left. Described below is the list of links in the sidebar and descriptions of what they do and how to use them. (This includes the Patient Flow page that you are currently on.)

At the bottom of the banner, below the logout link is a section called "Clinic and Locations." This section is valuable for managing multiple sites in a hospital or other enterprise. It will always tell you which site portal you are logged into and therefore which site your reports are pertinent for. If you are logged in as an administrative user this section serves the same purpose, although changing from one site to another is easier to do. (Refer to the chapter on *administrative accounts*)

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Patient Flow:

This is the page that is used to look up where patients have been, and when they were there.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click it to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select "Name", "Location", or "TagID" from this list. The default is "All" which will find all types of data in the date range. After you specify a type you will want to enter some text to look for in the value box. The match must be EXACT.

Patient Flow - Report

Patient Flow | Daily Scheduler

DOWNLOAD			
Date Range (mm/ 05/16/2010 Filters	dd/yyyy): 105/16/2011	Ü	
Key All	 Value: All 	[GO

(For example: If you are looking for patients with the TagID "000011" between May 16, 2010 and May 17, 2011 you would enter "05/16/2010" in the first date box and "05/17/2011" in the second date box.. Below that you would change the key to "TagID" and enter "000011" in the Value box. The match must be EXACT so removing any leading zeros will result in no matches.)

Items List							
Name	Status	<u>TagID</u>	Location	LocationImage	Category	<u>DateTime</u>	Photo
	ln	000011	Synergy		PATIENT	2010/10/11 08:05:14	
	I	000011	Synergy		PATIENT	2011/03/18 09:44:51	
	I	000011	Synergy		PATIENT	2011/05/16 10:47:10	

The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search the results list will show how many total entries there are, and on the right you can select which page to view. There are headings for: Name, Status, TagID, Location, Location Image, Category, DateTime, and Photo. Clicking any of those headings will sort by that column and clicking it again will sort by that column in reverse. Name, LocationImage, and Photo columns cannot be used to sort.

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Patients can also be tracked individually from this page. If you click on a patient's name the report will show you when and where the patient was in the clinic during the time they were a patient. (In this case the date range does not apply)

The list may also be exported for manipulation elsewhere using the **DOWNLOAD** button. The file will be exported as a .csv file and can be saved somewhere on your computer hard drive.

Items List (129 iter	ms)					Pa	ige <mark>1 of 9</mark> ▶
Name	Status	<u>TagID</u>	<u>Location</u>	LocationImage	<u>Category</u>	<u>DateTime</u>	Photo
	<u>ln</u>	000011	Synergy		PATIENT	2010/10/11 08:05:14	
	<u>In</u>	000005	Synergy		PATIENT	2010/10/11 09:27:25	
	<u>In</u>	000004	Exam Room 1		PATIENT	2010/10/11 13:50:56	9
	<u>In</u>	000001	Synergy		PATIENT	2010/10/12 11:57:27	
	ln	000004	Synergy		PATIENT	2010/10/13 17:08:20	9
	<u>In</u>	000022	Synergy		PATIENT	2010/10/15 13:55:14	

Name:	The name of the patient, last name first.					
Status:	There are three statuses, "Q", "T", and "In"					
	"Q" means that the patient is in the queue during the time being reported.					
	"T" means that the patient has been treated during the time being reported.					
	"In" means that the patient is present.					
	Note: If a patient's status changes during the time being reported, there will be an entry on the report for the patient for each status they had during the reporting period.					
TagID:	The ID of the tag the patient is carrying. (This ID can be reassigned after the patient's treatment has concluded.)					
Location:	The name of the room where the patient was detected.					
LocationImage:	A thumbnail picture of the room shown in the location column.					
Category:	The classification of person being tracked. Should always be "PATIENT" in Patient Flow searches.					
DateTime:	The date and time that the patient was detected at that location.					
Photo:	A picture of the patient being tracked.					
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"Patient Flow Schedule" is the counterpart to the "Patient Flow" report described above. Where the "Patient Flow" report describes where patients were detected between the specified times, the "Patient Flow – Schedule" shows when the patients had appointments in the clinic between the specified times in the date range.

Patient Flow - Schedule

Patient Flow | Daily Scheduler

Date Range (mm/	(dd/yyyy):	
Items List (98 ite	ems)	
Name	Appointment	RFID-ID
	2011-07-27 08:00:00.0	
	2011-07-27 13:00:00.0	
	2011-07-27 13:30:00.0	
	2011-07-27 15:30:00.0	
	2011-07-28 08:00:00.0	
	2011-07-28 13:00:00.0	
	2011-07-28 13:30:00.0	10.000
	2011-07-28 15:30:00.0	
	2011-07-29 08:00:00.0	
	2011-07-29 13:00:00.0	
	2011-07-29 13:30:00.0	
	2011-07-29 15:30:00.0	

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Staff Locator:

This feature is used to determine the location of staff during the date range specified.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click it to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select "Name", "Location", or "TagID" from this list. The default is "All" which will find all types of data in the date range. After you specify a type, you will want to enter some text to look for in the value box. The match must be EXACT.

DOWNLOAD					
ate Range (mm/d)7/18/2010 ters (ey <mark>All ▼</mark> e ms List	d/yyyy): C7/19/2011 Value: All		GO		
ame	<u>TagID</u>	Location	LocationImage	<u>DateTime</u>	Photo
	222220	Synergy		2010/11/12 19:22:02	
	000001	Exam Room 1		2011/03/23 16:02:29	

The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search, the results list will show how many total entries there are and on the right you can select which page to view. There are headings for: Name, TagID, Location, LocationImage, DateTime, and Photo. Clicking any of those headings will sort by that column and clicking it again will sort by that column in reverse. Name, LocationImage and Photo columns cannot be used to sort.

Staff can also be tracked individually from this page. If you click on a staff member's status the report will show you when and where the staff member was in the clinic during the time they were on the staff. (In this case the date range does not apply)

The list may also be exported for use elsewhere using the **DOWNLOAD** button. The file will be exported as a .csv file and can be saved somewhere on your hard drive.

Name:	The name of the employee, last name first.				
TagID:	The ID of the tag the employee is carrying. (This ID can be reassigned after the patient's treatment has concluded.)				
Location:	The name of the room where the	The name of the room where the employee was detected.			
LocationImage:	A thumbnail picture of the room shown in the location column.				
DateTime:	The date and time that the patient was detected at that location.				
Photo:	A picture of the patient being tracked.				
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Accessory Tracking:

The accessory tracking page is the place to look up where medical accessories (Such as bolus or compensator) have been and when they were there.

First you specify a beginning and end date you would like to search. You may either enter the dates by hand or click it to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select "Name", "Location", or "TagID" from this list. The default is "All" which will find all types of data in the date range. After you specify a type, you will want to enter some text to look for in the value box. The match must be EXACT.

The list of data will appear on the lower part of the screen, fifteen entries per page. If there are more than fifteen entries in the search, the results list will show how many total entries there are, and on the right you can select which page to view. There are headings for: Category, PatientName, LocationName, Location, Status, and DateTime. Clicking any of those headings will sort by that column, and clicking it again will sort by that column in reverse. PatientName, BeamLabel, and Location columns cannot be used to sort.

Access	ory Tracking	Í.			
Accessory Track	ing				
Acces	sory Tracking				
DOWNLOAD					
Date Range (mn	n/dd/www)-				
07/18/2010	1 07/19/201	11			
Filters					
Kay All	Value: All		GO		
Itoma List	Value. All				
Items List					
Category	PatientName	Beam_Label	Location	LocationImage	DateTime
Compensator		4	Synergy		2011/04/18 12:32:47
Delve		10	E 1	II	0044/00/40 44 20 22
Bolus		10	Exam Room 1	-212	2011/06/10 14:38:33
Bolus		10	Synergy		2011/05/19 18:26:54

Category:	Describes the type of device being tracked.
PatientName:	Shows which patient this accessory is assigned to.
Beam_Label:	This indicates the type of radiation beam to be used with this accessory.
LocationName:	The name of the room where the accessory was detected.
Location:	A thumbnail view of the room shown in the Location column.
DateTime:	The date and time that the accessory was detected at that location.

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Room Occupancy:

This page is used to see the availability of rooms with readers in real time. (Within a couple of minutes)

Room Occupancy

Room Occupancy

List of Readers 2	DOWNLOAD			
Items List				
Room	Image	Room Status	ReaderID	ReaderHeartBeat
CT Simulator	RE	Available	000000005	05/19 21:11
Exam Room 1		Available	000000002	06/17 09:14
Exam Room 2		✓ Available	000000003	05/19 21:11
Exam Room 3		Available	000000004	05/19 21:11

Room:	The name of the room.
Image:	A thumbnail view of the room.
Room-Status:	Shows whether the room in question is available right now.
ReaderID:	The ID number of the Reader assigned to that room.
ReaderHeartBeat:	Shows the time stamp of the last status update from the reader. This should never be more than 5 minutes old.

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Operational Analytics

This page is used to display useful management information generated from reader gathered data. Two of the many possible reports are included in the delivered system. They are the "Patient Wait Report", and "Access Report". "Patient Wait Report" will tell you what the average amount of time (in minutes) patients spent in each coverage area during their visit for the date range specified. "Access Report" will tell you how many patients were detected in each area covered by a reader during the date range specified.

Patient Wait Report procedure: Specify a beginning and end date for the graph you would like to view. You may either enter the dates by hand or click 🔟 to select a date with the mouse.

Operational Analytics - Access Report

PatientWaitReport | AccessReport



Patient Access Report procedure: First you specify a beginning and end date for the graph you would like to view. You may either enter the dates by hand or click it to select a date with the mouse. You may also limit the type of information you are looking for by selecting a key from the key pull-down window. You may select "All" or "AcctNo" from the list. The default is "All" which will graph the number of patients who have visited the various stations for all patients during the date range specified. If you select "AcctNo" then it will show the number of times the patient has visited various stations during the time specified. After you specify a type you will want to enter search words in the value box. The match must be EXACT.

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Clinics and Locations

This section is used to manage users and sites within larger enterprises. This section is visible only to users authorized to use it. Users authorized for this section can assign other users to specific clinics and use the "Patient Flow," "Staff Locator," etc. for each site in their enterprise. When an admin logs in there are several things that are different from when an ordinary user logs in. First, the Role Header under the Xecan logo changes to "Biz Admin User" and the text "Operational Management" appears on the same bar which shows that you are currently not viewing any specific site and anything you do will affect the whole organization rather than a specific site.

ole: Biz Admin User superl	ahev@xecan.com Operation Management	XECAN Portal
Role: Biz Admin User supert Snapshot Patient Flow Staff Locator Accessory Tracking Chemo Tracking Room Occupancy Operational Analytics Clinics & Locations Profile Reports Help Contact Us Logout	Selected Sin Selected Sin Selected Sin Selected Sin Selected Sin You are here: XECAN + Clinics & Locations + Manage Clinics & Locations Manage Clinics & Locations Manage Users Manage Clinics & Locations Manage Users Business Structures 2 Structure Name Image Lahey Clinic (1000300000) SuperLahey(Xxecan.com) Image Selected Sine (1000200001) Image Selected Sine (1000200002) Image Selected Sine (1000200002) Image Selected Sine (Secan.com)	XECAN Portal XECAN Portal XECAN Portal XECAN Portal Xecount Constrained Xecount(s) Folder(s) View Dashboard Xecount(s) Folder(s) Constrained Xecount(s) Folder(s) Constrained Xecount(s) Xe
	New Folder Expand Collapse	átrino Nave Harri – Mona

All of the options on the bar above "Clinics and Locations" only work for users looking at a specific site. If you click on one then you will get a banner reading "In order to use the Clinic Detailed View, you must first select a clinic." Selecting a site so you can view these reports is described below.

Manage Clinics & Locations Manage Clinics & Locations		Manage Clinics & Locations Manage Clinics & Locations	
Clinic Structures 2 Clinic Name Clinic Name Labay Clinic (1000300000) Matter Accourt Labay Clinic (100000000) Matter Accourt Labay Clinic (1000000000) Matter Accourt Labay Clinic (1000000000) Matter Accourt Labay Clinic (1000000000) Matter Accourt Labay Clinic (1000000000) Matter Accourt Labay Clinic (100000000) Matter Accourt Labay Clinic (1000000000) Matter Accourt Labay Clinic (100000000) Matter Ac	a surd Site Account Number	Clinic Structures 2 Clinic Mame Clinic Hampe Latery Clinic (100030000) Clinic Structures 2 Latery Clinic (100030000) Durithery@xecan.com Latery Clinic (100030000) Durithery@xecan.com Latery Clinic (100030000) Durithery@xecan.com 2000 Latery Clinic (100030000) Durithery@xecan.com 2000 Durithery@xecan.com 2000 Durithery@xecan.com	sive user

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In order to select a site so you can view reports you should first click on the name of the site you wish to examine, then you can click on the link labeled "View Clinic Details" in the right

Manage Clinics & Locations Manage Clinics & Locations View Det	tails.
Clinic Structures 2	Burlington Radiation Oncology (1000300001) :
Clinic Name	Details
Lahey Clinic. (1000300000) Juneri Jahey Riveran.com Lahey Clinic. (1000300000) Lahey Clinic. (1000300000) Lahey Clinic Radiation Oncology (1000300001) Lahey Revealed and Clinic	Site Number: Burlingten Radiation Oncology Site Number: 1000300001 <u>View Clinic Details</u> Type: Account Site:
eaLahev@xecan.com	Site adjation Oncology
	Containing: 0 Account(s) 0 Folder(s) 1 User(s) Total Contents:
	1 Object(s)

While you are examining a site in this way you have access to all of the reporting features that a local user assigned to that site has access to. All of the links on the left banner above the "Clinics & Locations" link will work and they will continue to show information for the site you have selected until you click on the "Clinics & Locations" link again. When you do, the site will be deselected and the links above will not work until you have selected another site from the list.

If at any time, as an administrative user, you forget which site you are viewing in detail you can refer to two places to remind you:

The top banner, under the Xecan logo.



And, the "Clinic and Locations" section of the left banner, located below the "Logout" link.



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Enrollment

This page is used to track users and assets.

Profile

This page controls settings on the user account that is logged in right now. You may change your account password, security question and answer, and the email address associated with this account.

Clinic Announcement screen

This is a hidden page used to control customizable announcements on the greeting screen. Use Internet Explorer to go to "http://<adress of station>/readerAgent/infoBoard.jsp". Case is important, so please enter the address exactly.

	First Clinic Message
You can enter up to three line of mes	sages. If no message to display, please leave all line empty, then click "submit".
Line one	
Line two	
Line three	nese and a second s
	submit
	Second Clinic Message
You can enter up to three line of mes	sages. If no message to display, please leave all line empty, then click "submit".
Line one	
Line two	
Line three	
	submit
	Clinic Announcement Entry
You can enter up to five line of messa	ages. If no message to display, please leave all line empty, then click "show message".
Line one	
Line two	
Line three	
Line four	
Line five	
Image	n sa na hai n

These messages will appear on the greeting screen about a minute after they are submitted. They will continue to be displayed on a rotating basis until they are changed.

The "First Clinic Message" is usually used to announce the name of the clinic being visited, but can be used for any purpose. You may enter any text you wish for each line, up to three lines. You may also enter leading spaces for cosmetic purposes. When you click submit, the new announcement will be submitted and should be visible in less than one minute.

The "Second Clinic Message" is usually used to announce the location or address of the clinic, but can also be used for any purpose. It works precisely the same as the First Clinic Message, and it has its own submit button. When you click the submit button the new announcement will be submitted, and should be visible in less than one minute.

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The "Clinic Announcement Entry" is the most frequently changed message on the greeting screen and is most frequently used for announcing holiday closures or season's greetings. You may enter up to five lines of text, and select a picture from the list of images. After you click the submit button the message will be submitted and should be visible in less than one minute.

Tagging station

This page is the interface for modifying tags. It is mostly used for tagging patient ID onto accessories (like 'bolus') so that they match when the patient is being treated. First, use a web browser to go to this address: http://<gateway address>/readerAgent/accessory.jsp (Please be careful to type this in exactly, and note that the address is case sensitive.) You will see a very simple web page. To use it, place the tag to be written on the tagging platform, and then select the patient name and field name from the list box. Click Submit when ready to write the tag. After a few seconds the screen will report success. You may now remove the tag and restart the process to write another one.

Important! Please make sure only the tag being programmed is near the station. (No patient or staff tags should be in the area.)



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Section 2: RFID Badges

RFID Patient Tag Storage

New or returned RFID badges MUST be stored in the static shielding bags provided by XECAN. Please DO NOT leave RFID patient tags anywhere else in the clinic.

Limit to number of RFID Patient Tags allowed in one room

The only place multiple patients' badges should be during a visit is in the reception area. Only one patient should be allowed at a time in the Exam, Simulation, or Treatment rooms in order to guarantee that the correct chart is displayed.

Registration with an RFID badge

The XECAN logo of the RFID badge must be front-facing. There is a six digit tagID printed on the top right corner of each RFID badge. During registration, one needs to enter that ID into the "RFID" field of the MOSAIQ patient profile as shown in Figure 1. If a user loses his/her badge, a new RFID badge can be assigned to the user by entering a new ID.

🍲 Patient Demograph	nic Data - RADNO: A-07	-0257 TEST, T	EST				×
Name/IDs/Personal	Admission Attending	Referral Ho	me/Work Relative	Emergency	Home Care	Billing	
Name			-		<u>25</u>]	0 <u>K</u>
La <u>s</u> t	TEST		Fijst: TEST	8			Cancel
Middle:	1		Uther:				Notes
Sal <u>u</u> tation:	JMr.	_	Suffi <u>x</u> :				Admit
	Home Department(s): ON	IC		Select I	Department(s)		Patient
IDs	-			-			
RADNO:	A-07-0257		PERMD:				Log
MEDRC:			ACCT:				<u>A</u> ccounts
ORDMD:			RFID: 00008	8	5		
Personal	2		2 1				
<u>B</u> irth Date:	1/	1/2007 🛓	Age: 4				
Bi <u>r</u> th Place:					22		
SS <u>N</u> :			Ra <u>c</u> e: 🚺		•		
Ge <u>n</u> der:	Male	•	Religion:		×		
Magital Status:		•	Children: 0				
La <u>n</u> guage:	[•					
	**	Al	l 6 digits should mat	h exactly]	
<u></u>		Patient Recor	d Will Be Change	1]	
				l.			
			000038				
	Incrose	o Dation	+ Cofoty				
	increas	eratien	it Salety				
	Vo						
$\Lambda \Lambda$	Y C						
V V \							

Figure 1. MOSAIQ patient tag registration

Vault Treatment Processing

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When a patient enters the treatment vault with a RFID badge, his/her treatment chart will be opened automatically in seconds. The therapist needs to finish the screen flow on MOSAIQ to see the status change from "Q" to "C".



Figure 2. MOSAIQ patient chart opening in treatment vault.

PART TWO - PATIENT GUIDE

Receiving Patient RFID Badge

When signing up, each patient receives an RFID patient badge.

Wearing Patient Badge

The Patient should wear their patient badge every time they come in for treatment. The XECAN logo image should face out and be visible when worn as shown in the following figure 4.

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Figure 4. The Xecan logo should face out at all times.

Ensure Personal Greeting is Working

The reader will detect a patient badge within 15 seconds of the patient's arrival. If nothing happens or the name is incorrect, the patient should inform the receptionist.



Figure 5. Patient welcome and queuing screen.

Returning Patient Tags after Treatment Completion

Patients should return the patient badges to the receptionist after their final treatment.

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PART THREE – TROUBLE SHOOTING

System is Not Queuing Patients or Not Opening Patient Charts.

Advise patient to move the tag slightly away from their body for 5 seconds. If nothing occurs and/or system still is not working in 15 seconds, please email or call XECAN tech support.

If the patient chart fails to open, please restart MOSAIQ and close other window frames if any are open.



Figure 6. Close all other frames.

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